PRNS
Returning Applicants
Technical Assistance Meeting

FY 14/15

CDBG Application Process

- What are the Grant Programs?

- Community Development Block Grant (CDBG)
  - Public Service
- Housing Opportunities for Persons with Aids (HOPWA)
  - Contact Shawn Bolster 229-4912

- Emergency Solutions Grant (ESG)
  - Contact Tara Ulmer 229-4279

General Information

- Applicants must be certified 501(c)(3) or 501(c)(4) organizations at time of application submission.
  - Pending status will not satisfy requirement.

- Applicants must be:
  - Properly licensed by the City of Las Vegas to perform services at time of application submission.
  - In Good Standing with the NV Secretary of State
  - In compliance with IRS 990 submission requirements
  - In business at least one year
- Give your program a unique name. Do not use the agency name and a number.
- If your name starts with "The" please remove that from ZoomGrants name information.

Information Manual

- Please review the manual, paying special attention to the Pre-Qualification Criteria and the presentation <u>meeting schedule</u>.

- If you do not meet the criteria, your application will not make it past the Threshold Review Process and won't be considered for funding.

- Your agency or program must have one year of operating experience in order to apply.

- Agency must have a local office to receive funding.

Application Process

- Each program has an application process.
- All applications must be submitted utilizing ZoomGrants.
- Late applications will not be accepted.
- Substantially incomplete applications will not be accepted.
- Applications that do not meet minimum criteria will not be accepted.
- No paper copies or faxed applications will be accepted.

Financial Information

- All agencies that receive less than $200,000 must submit their Certified Financial Statement (CFS) and:
  - most current IRS stamped 990 form
    - Obtained at Guidestar http://www2.guidestar.org/
  - 6 months of Agency bank statements.
- CDBG PS applications cannot have more than 25% of the agency budget as In-Kind in order to reach the $60,000 minimum.
- Buildings you own may not be used as In-Kind match.

Applications

- Agency Profile and Prequalification Questions must be completed and submitted first.

- REMINDER: Only 1 application per agency per funding source.

- Mandatory Forms and Attachments must be uploaded from the ZoomGrants site, and submitted per the instructions.

- Forms **must** be one page.

  - If yours are not, you have done something to the formatting, please correct it prior to submittal.

  - Performance Measures form is the exception, as it can be several pages.

Application Forms

- The following are meant to be one page forms that will be scanned and/or uploaded:
- Budget Form
- In-Kind
- Three Year Funding History Form
- Certification Forms (actually two page form)

Pre-Application Questions

- Describe the specific purpose of funds for program :

- State what the funds will be used for <u>Brief means brief</u> – only use up to 3 lines :

  - For Example: Provide transitional housing and/or utility assistance.

  - Funds will pay for transportation to work sites using bus tokens or bus passes.

  - Funds will be used to provide case management to 100 clients to assist them in attaining self-sufficiency.

  - DO NOT write your whole purpose here.

Performance Measures

- Performance Measures are used to demonstrate the benefit of your program to the clients who will utilize it.

- Do not include any agency benefits.

- There are 4 parts:
  - Outcome
  - Major Tasks Necessary to Realize Outcome
  - Outputs Resulting from Tasks
  - Outcome Measurements

Program Narrative

- This section describes the program, the clients it will serve, and the need it will meet.

- How many unduplicated clients will be served.

- Housing programs should count households, not every family member.

- You need to document how your program will fit in with other agencies in your service area. This avoids duplication of service.

Finance Narrative

- Discuss your proposed fundraising and in kind leveraging.
- Fee Structure
  - Programs do not have to be free, you may charge a sliding scale fee. Please be sure you apply the same criteria across the board to all clients.
- Scholarships are only used when other clients have to pay for the program.

Leveraging

- CDBG Public Service Applicants must be able to document cash funding.

- No more than 25% of the agency budget may be In-Kind.

- If an agency requests 25% from CLV CDBG, 50% of the remaining budget must be cash and/or other grants.

- You may not use buildings you own as In-Kind or leveraging.

Proposed Program Funding

- List out other funding sources in the areas provided for this purpose.
- Other funding may include but not limited to:
  - Fundraising
  - Other governmental Grants
  - Other Private Grants
  - Foundations
- Note whether the funds have been applied for or are committed.

Program Priorities

- List out the top priorities of your funding request:
  - CDBG Public Service has 5 lines
  - Do not spread the funds over more than 5 budget line items and sub-categories.
  - Ex. Operating should not be split into more than 5 sub categories.
- Priorities should add up to the total grant request.
- There may not be enough money to guarantee full funding for every application.

Budgets

- The Excel Budget Form must be uploaded and submitted.
  - There are formulas in the cells. Take care when using the space bar or backspace key as these will erase the formulas.
- Please fill out the budget for the program(s) you are applying for.
- The program/project budget minus the Grant portion should equal across the other columns.

Budgets – Excel Form

- The Actual Excel Budget is split into six major categories:
  - Direct Client Services (Salaries & Fringes)
  - Administration (Salaries & Fringes)
  - Direct Program Delivery Costs
  - Supplies
  - Operating
  - Equipment
- The Operating Budget should **<u>not</u>** be split up into more than 5 subcategories.

Common Fiscal Errors

- Budgets and Budget Detail forms that do not match.

- Budgets that do not add across or down.

- Funding sources that do not match the budget.

- Grant funds listed as agency funds.

- Grant request and budgets that don't match.

- Priorities that don't match budget line items.

- Financial information that does not match audits.

Financial Information

- Agency Budgets, IRS 990's, Bank Statements and Audits should support the information in each. If they don't there is a problem.

- Budgets must be reasonable and verifiable. Agencies should be able to document any major changes in their budgets from year to year.

- Proposed budgets and actual funding are two different things.

In-Kind Explanation Form

- If a grant application requests or requires leveraging, you may document the value of in-kind donations up to 25%.

- Example: Free use of a Clark County School District Classroom each month.

- $400 x 12 = $4,800 is the cash value of this in-kind donation.

Certification Page 1

- Compliance with Civil Rights and Americans with Disabilities Act.

- Certification of Eligibility to Participate documents that your agency has not been debarred by any federal agency from receiving funds.

- Certification of City of Las Vegas Affiliation. This portion documents whether any of the agency's staff or board members are City of Las Vegas Employees.

- Compliance with the IRS 990 process.

Certification Page 2

- This form documents the agency board's acknowledgment of the application.

- It must be filled out and signed by the Board of Directors.

- It also certifies that the information contained in the application is true and correct.

Required Exhibits

- Documentation of Non-profit Status
  - Must be legible and not more than 10 years old
- Operating Budget
- Financial Documents
- Board of Directors
- Articles of Incorporation
  - Must be legible and current
- Audit and attachments as required

Application Approval Process

- Agency completes and submits Application
- You must hit "submit" after everything has been answered and uploaded.
- It is HIGHLY recommended that agencies upload all documents at least two weeks prior to the deadline to ensure there are no complications
- Submit the application one week prior, as you can make changes until the deadline.
- Do not wait until the last day to do this as the City and Zoomgrants are not responsible for issues that keep you from making the deadline cut-off.

Application Approval Process

- PRNS Staff

- Application Review Committee

- Community Development Recommending Board

- City Council

Threshold Process

- Applications are reviewed by staff to ensure compliance with the Threshold Criteria.

- Each application has a set of minimum criteria in order to apply.

- Agencies must meet Threshold or the application will not be considered for funding.

- Please review your application criteria.

Threshold Process Cont.

- A fully completed application is a Threshold Item. Please review yours prior to submitting it.

- There is no cure period, meaning that if the application is not complete, it will not move forward.

- Once an application has been determined to meet Threshold Criteria it is reviewed for other requirements.

Selection Process

- Applications that pass Threshold review will have packets prepared for the CDRB interview process.

- Applicants are sent a letter approximately two weeks prior to their meeting indicating date, time and location. (meetings will be in February & March 2013)

- Use the Presentation time wisely, only discuss the program(s) you are requesting funds for.

Scoring Process

- Applications are scored in many areas.
- Application Quality
- Budgets
- Funding Sources
- Agency Capacity
- Financial Stability
- Duplication of Program
- Collaborations with other Agencies

Presentation Meeting

- Each agency is provided a 5 minute presentation followed by 5 minutes of questions and answers by the Board.

- You may bring photos, brochures or clients.

- This is your opportunity to sell your program. Do not depend on the Board "knowing" who your are, and what you do.

Presentation Meeting

- Please be at the indicated location a half hour prior to your appointment.

- Financial and Programmatic staff are highly encouraged to attend.

- The questions the Board asks are essential in assisting them in making funding recommendations.

- Be prepared to explain your program, value to the community, and its successes.

Presentation Meetings

- You must be prepared to answer questions about your Audit, Budget and Program Budget request.

- Agencies that are not able to answer questions from the Board, may not be funded at the same level as agencies who can provide information at the presentation.

- Again, it is strongly suggested that you bring your Financial and Programmatic staff to the Presentation Meeting.

Funding Requests – Public Service Only

- Agencies may only request up to 25% of their program budget from CLV CDBG.

- Agencies must have a minimum program budget of $60,000.

- Agencies that request less than $15,000 will not be accepted.

- Budgets should be reasonable and verifiable.

National Objectives CDBG Only

- The CDBG Program guidelines state that all projects must meet a National Objective to qualify for funds.

- Programs must be used to serve Low Mod Clientele (LMC).
  - Clients at less than 80% of Median Income

- LMC means that only low income clients will receive the benefit of the funding.

CDBG Public Service Operating Costs

- **Operating and maintenance costs associated with providing a CDBG-eligible public service are considered "public service cost"**

- **Purchase or lease of furnishings, equipment or other personal property needed for the administration of an eligible public service may be covered by CDBG funds**

- **City CDBG will not pay for equipment that costs more than $5,000**

Ineligible Activities and Expenses

- Political activities

- Ongoing grants or payments to individuals for their food, clothing, rent, utilities, or other income

- Funds cannot be used to substitute local or state funding of a government public service

- Federal funds may not be used to promote religious interests

- Costs of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, and gratuities are not allowed.

- No Executive Director may charge 100% of their time to any federal funds.